

## **GUIDE FOR DEVELOPING A POLICY AND PARENT INFORMATION/AGREEMENT FORM**

Child Care Licensing Rules require that child care facilities establish written policies pertaining to their program goals, admission, safe sleep practices for children less than one year of age, care and discharge of children. A copy of these policies must be provided to parents at the time of enrollment.

The following areas must be included:

1. Introduction/welcome and admission procedures (i.e., personal interview, plan for communication, care plans when provider or child is ill, completion of required written information, etc.).
2. Discharge/termination policies.
3. Goals of the child care program.
4. The child program (i.e. type of care offered, etc.).
5. The child care program's safe sleep practice for children less than one year of age.

The following is a list of suggested areas to be included when developing policies:

1. Fee (weekly rates and charges that will be made for absences or overtime);
2. Hours facility is open to provide day care;
3. Items to be provided by parents;
4. Arrival and pick-up policies;
5. Forms that must be submitted (i.e. child's enrollment and health forms, permission blanks, medication authorization, etc);
6. Illness policy;
7. A written narrative description of child care practices and concepts;
8. Discipline methods (i.e. no physical punishment, threats, etc. but use of time-out, discussion and redirection);
9. Meals and snacks that are served;
10. Holidays and vacation policies;
11. Parental responsibility for notifying facility of any changes;
12. **Family child care homes only.** Name of assistant who is called in case of an emergency and of regular assistant (if used);
13. Dated signatures of parents and facility representative agreeing to policies.